

City of Seattle

Office of Arts & Cultural Affairs



Michael Killoren, Director

Gregory J. Nickels, Mayor

CALL FOR EXHIBITION PROPOSALS – Seattle City Hall Galleries

Online Application

Apply using CaFÉTM, a Web-based online application service. All applications must be submitted digitally through the CaFÉTM online system. Link to the online application via <http://www.callforentry.org/>.

INTRODUCTION

The city of Seattle seeks exhibition proposals for display in City Hall galleries from mid-April 2010 to March 2011. Exhibitions should reflect the broad diversity of Seattle's communities and showcase the life of the city through the work and activities of its resident, artists and community organizations.

Exhibitions are typically displayed for six to eight weeks in the City Hall Lobby Gallery and Anne Focke Gallery. The Lobby Gallery features eight, double-sided, metal, peg-board panels that are 6 feet tall and 4 feet wide. The Anne Focke Gallery features a 120-foot long display wall (with professional hanging system) and is located on the L2 level of City Hall in a corridor leading to the Boards and Commissions Meeting Room and Seattle Metropolitan Credit Union.

ELIGIBILITY

We encourage proposals from community groups, artist group shows, Seattle-based organizations and city of Seattle departments. Exhibitions should reflect the diversity of Seattle's communities and emphasize the people, places and character of Seattle.

Individual artists should not apply unless specifically supported by a sponsoring organization and the work to be shown has great significance to Seattle. Individual artists may apply as a part of a group show.

Exhibition spaces are equipped to display two-dimensional materials. Three-dimensional exhibitions will only be considered if applicants commit to furnishing all necessary display cases. We do not accept video and media works.

SCOPE OF WORK

Exhibitors are responsible for the preparation and installation of all exhibition materials as directed by the City Hall Exhibition Review Panel (CHERP). Exhibitors are responsible for all transportation of the artworks to and from City Hall.

All work must be mounted or framed with professional hanging straps or "D" rings. Exhibitors must prepare all labels and explanatory text.

Exhibitors display at their own risk. There is no insurance for objects submitted for exhibition. The city of Seattle will not accept responsibility for damage or loss of display materials. Exhibitors may wish to carry their own insurance.

BUDGET

No budget is provided for this exhibition opportunity.

APPLICATION DEADLINE

11:00 p.m. Pacific Time, January 5, 2010

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APPLICATION REQUIREMENTS

- Fifteen (15) artwork images - formatting instructions can be found at http://www.callforentry.org/imaging_tips.phtml
- Letter of interest (not to exceed 4,000 characters)
- Image caption information

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SELECTION CRITERIA

The selection panel evaluates exhibition proposals using the following criteria:

- Quality of presentation and artistic merit
- Relationship of exhibition material to the life of the city
- Treatment of subject matter
- Technical and legal feasibility of exhibition

Special consideration is given to exhibitors with enough work to fill both the Lobby Gallery and Anne Focke Gallery (typically 30 and 50 works that are framed and ready to install).

Exhibitions containing graphic depictions of violence, sexually explicit imagery, and/or nudity are highly discouraged.

SELECTION PROCESS

Applications are screened and evaluated by the City Hall Exhibition Review Panel (CHERP). CHERP includes representatives from several city departments including the Office of Arts & Cultural Affairs, Seattle City Attorney's Office, Customer Service Bureau, Fleets & Facilities Department, Legislative Department, and the Mayor's Office.

NOTIFICATION OF RESULTS

All application status updates will be given via the CaFÉ system. The City Hall Exhibition Review Panel will have final authority over the selection, placement and arrangement of all works in the exhibition. The city reserves the right to adjust exhibition dates.

WE'RE HERE TO HELP!

For technical assistance with the CaFÉ online application process or image formatting, contact CaFÉ tech support at (888) 562-7232, Monday-Friday, 7:30 a.m. to 4:00 p.m. Pacific Time, or cafe@westaf.org

For questions related to the call for exhibitions, contact Elly Beerman at (206) 233-3930 or elleanor.beerman@seattle.gov.

View the full call for artists and apply at <http://www.callforentry.org/>.